

(Unofficial Translation)

**Announcement of the Office of the Board of Investment**

**No. Por 4/2544**

**Re: Procedures for Reporting Operational Results Prior to Exercising Promotion Privileges for Corporate Income Tax Exemption**

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In order to promote effectiveness in regard to the review and evaluation of promoted projects, by virtue of Section 13 and Section 32 of the Investment Promotion Act of B.E. 2520, the Office of the Board of Investment, as authorized by the Board of Investment, hereby announces the following regulations in regard to procedures for reporting operational results prior to exercising promotional privileges of exemption from corporate income tax for each fiscal year:

1. The promoted party shall prepare the following documents for inspection by an auditor prior to exercising promotion privileges of exemption from corporate income tax:

1.1 List of machinery and equipment

1.1.1 A list of machinery and equipment for each Promotion Certificate, with particulars, of machinery and equipment serial numbers, dates of import/purchase, Promotion Certificate Numbers, etc.

1.1.2 A location map for all machinery, together with relevant licenses, such as manufacturing operations permits (Ror. Ngor. 4), etc.

1.1.3 A list of changes (increases/decreases) in machinery and equipment:

- In the event of an increase in machinery and equipment, the documents needed are: Purchase documentation, such as invoices, inbound shipping orders, trust receipts, receipts, letters of credit, bills of lading, airway bills, etc.
- In the event of a decrease in machinery and equipment, the documents needed are: Sales documentation, such as invoices, outbound shipping orders, receipts, etc.

1.2 Production quantities

1.2.1 A report on production quantities (units of goods), classified by the relevant Promotion Certificate, with particulars, as follows:

- Daily production quantities
- Monthly production quantity summary
- Annual production summary

1.2.2 A list of merchandise and documents supporting the bookkeeping for said merchandise, such as merchandise receipts, stock cards, etc.

1.3 Sales volume and value

1.3.1 A report on sales volume and value, classified by the relevant Promotion Certificate, with particulars, as follows:

- Daily sales volume and value
- Monthly sales volume and value summary
- Annual sales volume and value summary

- 1.3.2 A list of merchandise and documents supporting the bookkeeping for the sale of merchandise, such as invoices, outbound shipping orders, letters of credit, receipts, bills of lading, etc.
2. Within 120 days of the last day of the accounting year, the promoted party shall submit an application for exercising promotion privileges of exemption from corporate income tax, essentially in the form attached hereto, together with an auditing report prepared by a publicly certified auditor.
3. Upon completion of its inspection of the promoted project, the Office shall state in writing whether corporate income tax exemption privileges are to be granted to the promoted party, so that said party shall exercise tax-exemption privileges upon submission of tax returns to the Revenue Department within 150 days of the last day of that accounting year.
4. These criteria shall apply to promoted parties who are required to submit requests to exercise corporate income tax exemption privileges and report operational results as examined by a publicly certified auditor, in order to obtain approval from the Office prior to exercising said privileges, as stipulated in the Promotion Certificate, from the accounting year 2001 onward.
5. Any case that cannot be decided in accordance with this Announcement shall be decided by the Secretary-General of the Board of Investment, whose decision shall be deemed final.

Announced on 3 July 2001

(Staporn Kavitanon)  
Secretary-General of the Board of Investment

(Unofficial Translation)

**Request for Exercising Promotion Privileges: Corporate Income Tax Exemption for the Accounting Year (date): ..... to: .....**

1. Company name (in Thai) .....

Company name (in English) .....

Tax ID No. □□□□□□□□□□

Head office address: No..... Road:.....Khwaeng (Sub-district):.....

Khet (District):.....Province:.....Postal Code:.....

Telephone:.....Fax:.....

Address of factory or place of operations: No.....Road:.....

Khwaeng (Sub-district):.....Khet (District):.....Province:.....

Postal Code:..... Telephone:.....Fax:.....

2. Company's activities:.....

Non-promoted activities (if any); please specify: (1).....

(2).....

(3).....

Investment-promoted activities:

Total number of Promotion Certificates granted: .....

Details as follows:

Expired corporate income tax exemption/reduction:

No. of certificate(s):.....

(1) Certificate No.:.....Dated:.....

Manufacturing:.....

.....

.....

Type of Activity:.....

(2) Certificate No.:.....Dated:.....

Manufacturing:.....

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Type of Activity:.....

Corporate income tax exemption/reduction being exercised:

No. of certificates: .....

(1) Certificate No.:.....Dated:.....

Manufacturing:.....

.....  
.....

Type of Activity:

- Exemption:** Corporate income tax for: ..... years  
From: (Date) ..... To: .....
- Reduction:** Corporate income tax for: ..... years  
From: (Date) ..... To: .....

(2) Certificate No.: ..... Dated: .....

Manufacturing: .....

.....  
.....

Type of Activity:

- Exemption:** Corporate income tax for: ..... years  
From: (Date) ..... To: .....
- Reduction:** Corporate income tax for: ..... years  
From: (Date) ..... To: .....

o Yet to exercise corporate income tax exemption/reduction:

No. of certificates: ....

(1) Certificate No.: ..... Dated: .....

Manufacturing: .....

.....  
.....

Type of Activity: .....

- Exemption:** Corporate income tax for: ..... years
- Reduction:** Corporate income tax for: ..... years

(2) Certificate No.: ..... Dated: .....

Manufacturing: .....

.....  
.....

Type of Activity: .....

- Exemption:** Corporate income tax for: ..... years
- Reduction:** Corporate income tax for: ..... years



4. Production quantities and sales value of the promoted products in the current accounting year per Promotion Certificate

Quantity: Unit

Value: Baht

1 Promotion Certificate Number  (by issuance date)	2 Type of Product/Service	Manufacturing Capacity		5 Actual Production Quantity (Current Year)	6 Total Sales		7 Sales for Which Exemption from Income Tax Is Applied for	
		3 In Accordance with the Certificate	4 As Permitted for Start-Up		Quantity	Value	Quantity	Value
<i>Total</i>								

(Please attach details of calculation by monthly period)

- Instructions:**
- Column 1:** Enter the numbers of all Certificates granted to the Company in order of Certificate issuance date.
  - Column 2:** Enter the type of promoted products/services, in accordance with the relevant Promotion Certificate.
  - Column 3:** Enter the manufacturing capacity as specified in the relevant Promotion Certificate.
  - Column 4:** Enter the start-up manufacturing capacity as permitted by the Office, in accordance with the relevant Promotion Certificate.
  - Column 5:** Enter the actual production quantities of machinery, in accordance with the relevant Promotion Certificate.
  - Column 6:** Enter the quantity and value of sales during the current accounting year, in accordance with the relevant Promotion Certificate.
  - Column 7:** Enter the quantity and value of sales for which exemption from corporate income tax is being applied during the accounting year, in accordance with the relevant Promotion Certificate.

5. Number of employees during the accounting year, in accordance with the Statement of Fund Contribution Remittance (Form Sor. Por. Sor. 1-10).

Year \ Month	Number of Employees per Month for the 12 Months of the Accounting Year											
	1	2	3	4	5	6	7	8	9	10	11	12
Previous Accounting Year												
Current Accounting Year												

- Remarks:**
1. In the event there is not enough space to fill in the required information, due to the Company having been granted a number of Promotion Certificates (projects), please provide additional information on a separate sheet of paper and attach it with this request.
  2. In the event the Company has been granted more than one Promotion Certificate that requires the submission of this request to the Office, please submit only one request to the Investment Promotion Division that is responsible for the relevant promoted project, as stipulated in the first Promotion Certificate requiring submission of this request.

I/We hereby certify that the above information is complete and true at present and that I/we shall strictly comply with the conditions stipulated in the Promotion Certificate(s) and with the operational periods specified by the Promotion Certificate(s). I am/We are aware that I/we may have the granted promotion privileges revoked, in the event of failure to comply with the terms and conditions specified in the Promotion Certificate(s).

Signature: ..... (Authorized Official)

(.....)

Date: .....

Company Seal